

INSTRUCTIONS FOR FILING A

LOT COMBINING APPLICATION

CRITERIA FOR LOT COMBINATION

Pursuant to the State Subdivision Map Act and Title 19 (Subdivision Ordinance) of the San Jose Municipal Code, a Lot Combining application can only be processed if the subject site meets the following criteria:

1. Application must consist of four or fewer contiguous parcels.
2. Common ownership of subject parcels must be verifiable.
3. Said combining of parcels is a condition of an approved Development Permit required by the City of San Jose pursuant to Title 20 (Zoning Ordinance) of the Municipal Code. Further, all Dedications and/or improvements, or any easements rights must be satisfied through the above mentioned permits prior to recordation of this Lot Combining Permit.

INSTRUCTIONS

Please complete the attached application and return it, in person, to the Department of Planning, Building and Code Enforcement along with:

1. **Title Report.** Two (2) copies of the preliminary title report for all property subject to this application, dated within 90 days.
2. Two (2) copies of the following:
 - **Plot Plan.** A legible plot plan showing the dimensions of existing and proposed parcel(s) and reflecting the metes and bounds description. The plan must be drawn to scale, dated and titled on 8 1/2" x 11" size paper. All parcels are to be shown in their entirety. If this is not feasible due to parcel size(s), an index map must accompany the plats. These documents are to be prepared by a Civil Engineer (RCE) or a Licensed Land Surveyor (LLS). See example plat.

- **Legal Description.** A legible metes and bounds description for the combined property. Label the Plot Plan and Legal Description Exhibit "A".
3. An Affidavit of Ownership form (included in this application).
 4. **Noticing the Neighborhood.** Refer to the Public Outreach Policy for a full description of the City's public notification procedures. Public Hearing notices will be mailed for development proposals at least 10 calendar days before the date set for hearing for a project. Notices will be sent to all property owners and residents within 300 feet for Very Small projects, 500 feet for Standard Development Proposals and a minimum of 1,000 feet for large or controversial projects as detailed in the Public Outreach Policy.
 5. **Environmental Documentation.** A copy of the environmental documentation approved with the permit upon which the lot combining requirement is based.
 5. **Fees.** An application fee and a Public Noticing fee are due at the time of filing (see fee schedule). Checks are made payable to the "City of San Jose". Recording fees will be collected by the Santa Clara County Recorder's Office at the time of recordation.

PROCESSING SCHEDULE

Planning Staff:

- Reviews application for completeness and confirms that each owner who is party to the request has signed the Affidavit of Ownership form.
- Logs in application, assigns File Number (LCT xx-yy-zzz) and collects application fees.
- Reviews application with other City departments and obtains any pertinent data.
- When necessary, makes field inspection.
- Prepares project for Director's Hearing which includes providing Public Hearing Notice via postal delivery and advertising in a local newspaper.

- Prepares a recommendation to the Director of Planning.

Director of Planning:

- Reviews the recommendation and approves, conditionally approves, or denies the requested Lot Combining Application.
- If approved, a letter is sent to the engineer, applicant and property owner(s). The letter is to inform them that their permit was approved and now requires simultaneous recordation with the corresponding Grant Deeds within 6 months (180 days). An "endorsed" copy of the recorded document is required to be returned by the

applicant to the Planning Division.

NOTE: This Lot Combination shall be null and void without further act of the City of San Jose in the event that said Combination is not recorded with the Grant Deed conveying the real property within 6 months (180 days) of the date of approval of said Combination by the Director of Planning.

- If denied, copies are sent to the engineer, applicant and property owner(s).
- There is no appeal process for a Lot Combining Application. If the Director denies the request, it may be possible to apply for a Tentative Map to accomplish your request.

LOT COMBINING APPLICATION

TO BE COMPLETED BY PLANNING STAFF

| | | | | |
|-------------------------------------|------------|---------------------|-------------------|-----------------|
| FILE NUMBER LCT | | COUNCIL DISTRICT | QUAD # | RECEIPT # _____ |
| LOCATION _____ _____ _____ | | | DATE _____ | AMOUNT _____ |
| | | | BY _____ | |
| ZONING | | GENERAL PLAN | CENSUS TRACT # | |
| SCHOOL DISTRICTS: | ELEMENTARY | | HIGH SCHOOL | |

TO BE COMPLETED BY APPLICANT (PLEASE PRINT OR TYPE)

| | | | |
|---------------------------------|--|----------------------------------|--|
| PENDING OR PREVIOUS PERMIT NO.: | | PROJECT DESCRIPTION: | |
| SITE DEVELOPMENT _____ | | COMBINING _____ PARCELS INTO ONE | |
| CONDITIONAL USE _____ | | (1) LOT TO ALLOW _____ | |
| VARIANCE OR EXCEPTION _____ | | USES ON _____ GROSS ACRES | |
| PD PERMIT _____ | | | |
| BUILDING RELOCATION _____ | | | |
| ASSESSOR'S PARCEL NUMBER(S) | | | |
| EXISTING LAND USE | | PROPOSED NUMBER OF LOTS | |
| EXISTING NUMBER OF UNITS | | PROPOSED NUMBER OF UNITS | |
| ESTIMATED DATE OF OCCUPANCY | | | |

ENVIRONMENTAL STATUS

| | |
|--|--|
| <input type="checkbox"/> NEGATIVE DECLARATION - NEW APPLICATION <input type="checkbox"/> EXEMPT FROM ENVIRONMENTAL CLEARANCE EXEMPTION SECTION # _____ | <input type="checkbox"/> NEGATIVE DECLARATION GRANTED DATE _____ FILE # _____ <input type="checkbox"/> E.I.R. FOUND COMPLETE DATE _____ TITLE OF E.I.R. _____ |
|--|--|

PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.

AFFIDAVIT OF OWNERSHIP

That I(we) am(are) the owner(s) of the property for which a Lot Combining approval is sought or have the lawful Power of Attorney therefore. * **All signatures must be notarized.**

| | | | |
|------------------------------|------|---------------------------------|----------|
| PRINT NAME OF PROPERTY OWNER | | DAYTIME TELEPHONE # () | |
| ADDRESS | CITY | STATE | ZIP CODE |
| SIGNATURE (To Be Notarized) | | DATE | |

| | | | |
|------------------------------|------|---------------------------------|----------|
| PRINT NAME OF PROPERTY OWNER | | DAYTIME TELEPHONE # () | |
| ADDRESS | CITY | STATE | ZIP CODE |
| SIGNATURE (To Be Notarized) | | DATE | |

| | | | |
|------------------------------|------|---------------------------------|----------|
| PRINT NAME OF PROPERTY OWNER | | DAYTIME TELEPHONE # () | |
| ADDRESS | CITY | STATE | ZIP CODE |
| SIGNATURE (To Be Notarized) | | DATE | |

| | | | |
|------------------------------|------|---------------------------------|----------|
| PRINT NAME OF PROPERTY OWNER | | DAYTIME TELEPHONE # () | |
| ADDRESS | CITY | STATE | ZIP CODE |
| SIGNATURE (To Be Notarized) | | DATE | |

| | | | |
|-----------------------------|------|-------|----------|
| PRINT NAME OF ENGINEER | | DATE | |
| ADDRESS | CITY | STATE | ZIP CODE |
| SIGNATURE (To Be Notarized) | | | |

| | | |
|---------------------------------|----------------|-----------|
| DAYTIME TELEPHONE # () | E-MAIL ADDRESS | LICENSE # |
|---------------------------------|----------------|-----------|

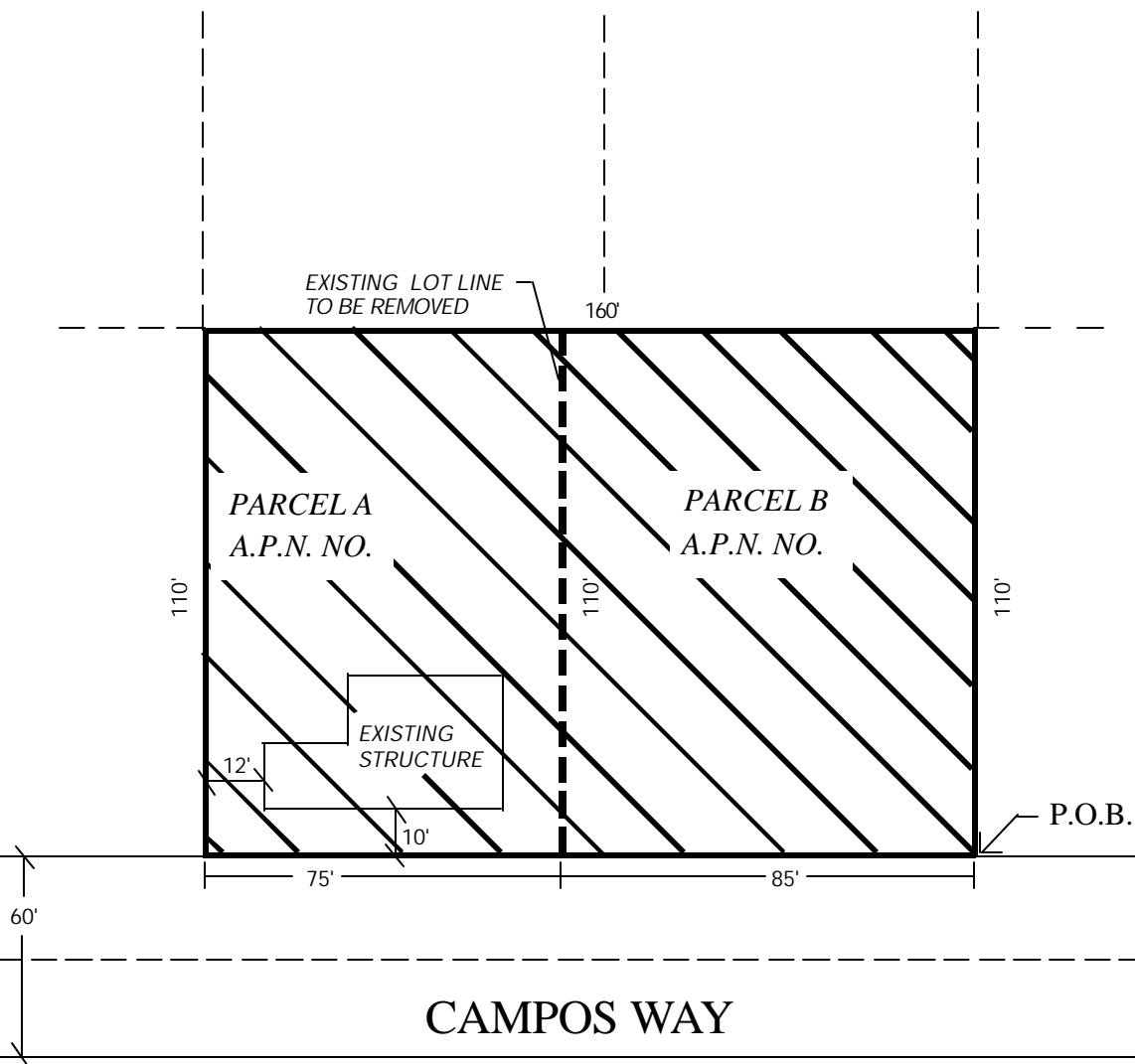
* If signing with Power of Attorney, a copy of the document giving you Power of Attorney must be attached to this application. If there are additional property owners, please attach a separate sheet to provide the above information.

NOTARY BLOCK

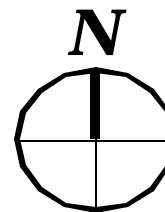
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SAMPLE PLAT



AREA TO BE COMBINED



LOT COMBINING PLAT, EXHIBIT "A" ***LANDS OF CAMPOS, ET AL***

ENGINEERING COMPANY _____
ADDRESS _____
PHONE NUMBER _____
ENGINEER'S LICENSE NO. SEAL _____

DATE _____
REVISED _____
SCALE _____
PAGE __ OF __

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Lot Combining, pm65/Applications Rev. 6/26/2002